

**Student Worker Position Description  
William Jewell College  
2020-21 Academic Year**

**OFFICE OR DEPARTMENT:** Department of Teaching and Learning Technologies

**CONTACT PERSON:** Jacob Pfeiffer

**EMAIL:** [pfeifferj@william.jewell.edu](mailto:pfeifferj@william.jewell.edu)

**JOB TITLE:** eHub Specialist

**JOB DESCRIPTION:** Student will work with faculty to troubleshoot technical problems in classrooms. Student will perform basic maintenance and repair on classroom equipment. Student will assist in setting up equipment, as needed. Student will work with faculty, staff and students to troubleshoot issues with personal devices and apps. Student will work on projects both individually and in collaboration with students, faculty and staff.

**NUMBER OF HOURS PER WEEK:** 12

**WORK DAY SCHEDULE:** Varies

**SEMESTER(S) OF EMPLOYMENT:** Fall, Spring, and Summer terms

**WAGE RATE:**

\$9.45 [FY or SO rate]

\$9.70 [JR or SR rate]

\$9.85 per hour [position requires special skills]

\$10.85 per hour [campus tutors and lifeguards, only]

**NOTE: STUDENTS MAY NOT WORK DURING REGULARLY SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.**

**REQUIRED SKILLS:**

<input checked="" type="checkbox"/>	Answer phones		Grounds/landscaping	<input checked="" type="checkbox"/>	Statistics
<input checked="" type="checkbox"/>	Ability to work in office setting	<input checked="" type="checkbox"/>	Interpersonal skills		Theatre/Stage Production
<input checked="" type="checkbox"/>	Ability to do physical labor	<input checked="" type="checkbox"/>	Inventory	<input checked="" type="checkbox"/>	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
	Clerical/filing			<input checked="" type="checkbox"/>	Typing/Data Entry
<input checked="" type="checkbox"/>	Computer skills	<input checked="" type="checkbox"/>	Photography		Sales
<input checked="" type="checkbox"/>	Customer Service	<input checked="" type="checkbox"/>	Research	<input checked="" type="checkbox"/>	Video/audio/sound technical skills
	Custodial		Science knowledge to assist lab	<input checked="" type="checkbox"/>	Web page design
<input checked="" type="checkbox"/>	Effective Communication		Sports Information		

**Other, please specify:** Knowledge of Apple products and devices, ability to provide innovative technology solutions, ability to effectively communicate with faculty, staff and students, troubleshooting capabilities, ability to complete projects with minimal direction, ability to prioritize and self-initiate tasks, ability to learn new tools and software quickly

**Additional Information:** Prefer multi-year commitment